

STARS RECORD ACCEPTANCE & REJECTION PROCEDURES

All transfer of Client Information, ADA Admission and Treatment Needs Assessment records will require the agency receiving these to manually accept or reject these records in STARS. **Accepting** the record will allow the transfer of the identified records and selecting **Reject** will deny the transfer of the record. The record (s) being transferred cannot be viewed by the agency receiving them prior to accepting. The only information viewable will appear on the Incoming Transfer Screen. Staff assigned to transfer, accept and reject records will need **Provider Administrative** permission level to perform this function.

Record transfers can occur at two locations in STARS, either on the ASAM Recommendation tab under the ADA TNA screen or on the ADA Discharge Information screen. When either the TNA or ADA Admission record is selected to be transferred the Client Information record always transfers with both of these records.

TNA Screen

The screenshot shows the 'MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota' window. The interface is divided into a left sidebar and a main content area. The sidebar contains the 'DH94 STARS TEST' logo and a list of 'Actions' including 'Client Search', 'MH: Waiting List', 'MH: Impact', 'MH: Util. Rvw', 'Medicaid Exmpt Providers', 'Unique ID Mod', 'Unique ID Merge', 'Transfers(205)', 'System Message', 'Support Tables', 'Utilities', 'Administration', 'Reports', 'About', and 'Close'. The main content area has a top navigation bar with tabs for 'General Info', 'MH', 'ADA I', and 'ADA II'. The 'ADA TNA' sub-tab is active. Below the navigation bar, the 'Client's ADA: Treatment Needs Assessment Information' section contains various input fields and checkboxes. Fields include 'Unique ID: 123401011950MHE', 'Local ID: 007', 'First Name: James', 'MI: ', 'Last Name: Bond', 'MH: Adm Date: ', 'ADA: Adm Date: 7/1/2008', and 'Provider: Human Services Center Adult Chemical Dependency Tr'. Checkboxes include 'Receive random UAs', 'Complete Lvl I Outpatient Relapse Group', 'Complete Lvl II.I Outpatient Treatment', 'Obtain a sponsor', and 'Participate in COA groups'. Below these are dropdown menus for 'Recommended ASAM Level of Care/Specific Pgm', 'Recommended Placement Provider', 'Recommended Placement Satellite Location', and 'Recommended Out of State Provider'. At the bottom, there are fields for 'Counselor/Credentials' and 'Supervising Counselor/Credentials', and buttons for 'Check Spelling', 'Print', 'Transfer INA Info', 'Notify Division', 'Save', and 'Cancel'.

General Info	MH	ADA I	ADA II
ADA TNA	ADA Cont Stay Rvw	ADA Pgm Elig	ADA Wait List

Unique ID: 123401011950MHE Local ID: 007 First Name: James MI: Last Name: Bond
MH: Adm Date: ADA: Adm Date: 7/1/2008 Provider: Human Services Center Adult Chemical Dependency Tr

Client's ADA: Treatment Needs Assessment Information

Alc/Drg/Gambling History	Critical Life Areas	DSM Diagnosis	Gambling Diagnosis	Diagnostic Summary	ASAM Recommendations
<input type="checkbox"/> Receive random UAs			<input type="checkbox"/> Obtain a sponsor		
<input type="checkbox"/> Complete Lvl I Outpatient Relapse Group			<input type="checkbox"/> Participate in COA groups		
<input type="checkbox"/> Complete Lvl II.I Outpatient Treatment					

Other: Remaining Characters that can be entered: 5000

Recommended ASAM Level of Care/Specific Pgm:
Recommended Placement Provider:
Recommended Placement Satellite Location:
Recommended Out of State Provider: State:
Counselor/Credentials: Supervising Counselor/Credentials:
Check Spelling Print Transfer INA Info Notify Division Save Cancel

ADA Discharge Info Screen

MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota

DH94 STARS

TEST

Actions

Client Search

MH: Waiting List

MH: Impact

MH: Util. Rvw

Medicaid Exmpt

Providers

Unique ID Mod

Unique ID Merge

Transfers(205)

System Message

Support Tables

Utilities

Administration

Reports

About

Close

General Info

ADA Adm Info

ADA Trsf Srv Lvl

ADA Discharge Info

ADA Disch Ltr

ADA II

Unique ID: 123401011950MHE

Local ID: 007

First Name: James

MI:

Last Name: Bond

MH: Adm Date:

ADA: Adm Date: 7/1/2008

Provider: Human Services Center Adult Chemical Dependency Tr

Client's ADA: Discharge Record

Referrals:

☐ Alcohol & Drug Provider

☐ Community Mental Health Center

☐ Other Mental Health Provider

☐ Department of Corrections

☐ Corrections based substance abuse pgms

☐ Division of Alcohol & Drug Abuse

☐ Other Social Services

☐ Department of Social Services

☐ Bureau of Indian Affairs

☐ Law Enforcement

☒ Attorney

☐ Parolee Services

☐ Other

☐ Clergy

☐ Self

☐ Employer

☐ School

☒ Family/Friends

☐ Medical Physician

☐ Public Health Nurse

☐ Indian Health Services

☐ Veterans Administration

☒ AA/Alanon/Alateen

☐ Gamblers Anonymous

☐ Narcotics Anonymous

☐ Vocational Rehabilitation

☐ No Referral Made

☐ Circuit Court 1

☐ Circuit Court 2

☐ Circuit Court 3

☐ Circuit Court 4

☐ Circuit Court 5

☐ Circuit Court 6

☐ Circuit Court 7

Explain "Other" Referral when checked above:

ADA Provider Referred to at Discharge:

ADA Satellite Referred to at Discharge:

Recommended Out of State Provider:

State:

ASAM Level of Care/Specific Pgm Referred to at Discharge:

Transfer Client Info

Transfer Admission Info

Transfer INA Info

Show History

Print

Delete

Save

Cancel

Once the record (s) has been selected, the Provider determined and the Release of Information completed, select the transfer tab below.

DH94 Transfer Pop Up -- Web Page Dialog

Please Select a Provider to Transfer the Information to

☒ ROI has been signed

Providers

Bartels Counseling Services Inc.

Transfer

Cancel

https://appstest.sd.gov/Applications/DH94Stars/Secure/DH94Transfe

Trusted sites

Since the transfer of the record cannot be completed until the receiving agency accepts the record, STARS will provide the following prompt and then click on the OK tab to complete the process of sending the record.

VBScript

The record will be transferred once the receiving provider has accepted the information.

OK

To locate the Transfer screen, to see whether the record your agency sent was accepted or rejected or if you have a record that has been transferred to your agency, click on the **Transfer** header below. STARS will also show how many incoming records that have been transferred to your agency. In the example below, it shows there is one incoming record.

The screenshot shows the 'Client Search' window in the DH94 STARS application. The left sidebar contains a menu with 'Transfers(1)' highlighted in red. The main area has search fields for 'Providers' (set to 'Open Door Counseling Center'), 'Last 4 of SSN', 'DOB', 'Sex', 'First 2 Characters of Mother First Name', 'Local ID', 'Last Name', and 'First Name'. A 'Search' button is present. Below the search fields is a table with columns: Unique ID, Last Name, First Name, Provider, and Local ID.

In the below example, a record has been transferred from STAR Academy for Youth to Bartels Counseling Services Inc. This is listed under Incoming Transfers under the Bartels program. The screen will list the Unique ID, client name, transferring agency and date of transfer.

The screenshot shows the 'Transfers' window in the DH94 STARS application. The 'Provider' dropdown is set to 'Bartels Counseling Services Inc.'. The 'Incoming Transfers' tab is selected. The table below has columns: Unique ID, Name, Transferring Agency, and Date Trans. A red arrow points to the icon in the first column of the table.

Unique ID	Name	Transferring Agency	Date Trans.
567803051957MHE	frost, jack	STAR Academy for Youth	1/23/2007

To view the above record, the user will need to click on the icon in front of the record as indicated above. This is a different procedure utilized in the Transfer screens from other applications in STARS where instead the record is clicked to open the document.

Once the icon is clicked, the following Incoming Transfer screen will open up with the transfer record information. In the sample below the TNA and Client Information records are being transferred.

DH94 STARS TEST

Actions
Client Search
Providers
Unique ID Mod
Transfer(1)
Support Tables
Utilities
Reports
About
Close

Incoming Transfer

Provider: Bartels Counseling Services Inc.

Unique ID: 567803051957MHE Name: frost, jack Date Transferred: 1/23/2007

Transferring Agency: STAR Academy for Youth

Transferred By: Academy, Star

Reason Declined (Required if Rejected):

Items that will be transferred:
Client Info
TNA Dated 1/22/2007

Accept Reject Cancel

To accept the record, click on the Acccept tab and the record transfer will be completed. After the record has been accepted by the receiving agency which was Bartels Counseling, the incoming record will be removed from the transfer screen list and will appear as below.

DH94 STARS TEST

Actions
Client Search
Providers
Unique ID Mod
Transfer(1)
Support Tables
Utilities
Reports
About
Close

Transfers

Provider: Bartels Counseling Services Inc.

Incoming Transfers Sent Transfers

Unique ID	Name	Transferring Agency	Date Trans.
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Click icon in front of each row to view record

Cancel

In this same example, the agency that sent the record which was STAR Academy can pull up their Transfer screen to see if the record was accepted or rejected. This information will be located under the “Sent Transfer” tab. In the below example the record has been accepted which is indicated by the “A” under the Status tab. The record below with the “R” would reflect a different record that has been rejected by the receiving agency.

DH94 STARS
TEST

Actions
Client Search
Providers
Unique ID Mod
Transfers
Support Tables
Utilities
Reports
About
Close

Transfers

Provider
STAR Academy for Youth

Incoming Transfers Sent Transfers

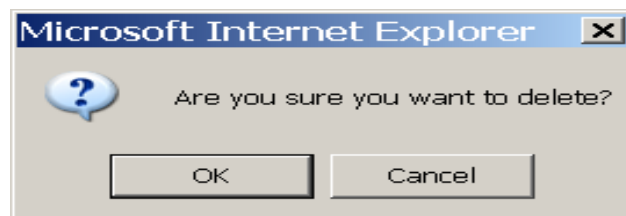
Status	Unique ID	Name	Agency Transferred To	Date Trans.
A	567803051957MHE	frost, jack	Bartels Counseling Services Inc.	1/23/2007
R	567803051957MHE	frost, jack	Bartels Counseling Services Inc.	1/23/2007

Click icon in front of each row to view record or on to delete record

Cancel

To review the record information that was sent, click on the Icon in front of the row or if the choice is to delete the information, click on the Icon symbolizing the trash can in front of the row. **If the agency sending the record deletes the record on this screen before the receiving agency accepts the record, the record will be removed from both the sending and receiving agency transfer screens.**

STARS will list the following prompt when the choice to delete is selected to ensure of the correct choice.



In an example where a transfer record is going to be rejected by the receiving agency, follow the same procedure to locate the Transfer screen under the Action Menu and then click on the Incoming Transfer tab which will list the record (s) on the screen. Select the

record by clicking on the icon in front of the record which is being considered for receiving and the Incoming Transfer screen below will open.

DH94 STARS TEST

Actions
Client Search
Providers
Unique ID Mod
Transfers(2)
Support Tables
Utilities
Reports
About
Close

Incoming Transfer

Provider
Bartels Counseling Services Inc.

Unique ID Name Date Transferred
567803051957MHE frost, jack 1/23/2007

Transferring Agency
STAR Academy for Youth

Transferred By
Academy, Star

Reason Declined (Required if Rejected)
The client's ID is not correct

Items that will be transferred:
Client Info
TNA Dated 1/22/2007

Accept Reject Cancel

When the “Reject” tab is selected, the user will need to enter a reason for rejecting the record. If this does not occur, STARS will list the following prompt as a reminder.



When the transfer record is Rejected, the agency that was transferring the record which was STAR Academy in this example will receive the following notice. Located on the Sent Transfer Screen under the Status heading will be an “R” for rejection.

Transfers

Provider
STAR Academy for Youth

Incoming Transfers Sent Transfers

Status	Unique ID	Name	Agency Transferred To	Date Trans.
R	567803051957MHE	frost, jack	Bartels Counseling Services Inc.	1/23/2007

The sending agency can click on the record icon and the Sent Transfer screen will open up where the agency can find out why the record was rejected as indicated below. All agency transfer records either accepted or rejected will remain on the above Transfer screen unless deleted by clicking on the trash can icon in front of the record.

DH94 STARS TEST

Actions
Client Search
Providers
Unique ID Mod
Transfers
Support Tables
Utilities
Reports
About
Close

Sent Transfer

Provider: STAR Academy for Youth

Status: Rejected Status Date: 1/23/2007 Accepted/Rejected By: Academy, Star

Unique ID: 567803051957MHE Name: frost, jack Date Transferred: 1/23/2007

Agency Transferred To: Bartels Counseling Services Inc. Transferred By: Academy, Star

Reason Declined: The Client ID number is wrong.

Items that will be transferred:
Client Info
TNA Dated 1/22/2007

Delete Cancel

If a provider transfers the ADA admission record, Client Information record and a TNA to another agency and that agency accepts all of these records, the only record that can be transferred again to this same agency is the TNA. The following example screen shot reflects where the Client Information had already been transferred or already existed with the receiving agency. This is indicated with the message “Client Info: Already exists”, and therefore this record did not transfer, but the TNA dated 1/22/2007 did even if it already existed with the receiving agency and another copy would be transferred.

DH94 STARS TEST

Actions
Client Search
Providers
Unique ID Mod
Transfers(2)
Support Tables
Utilities
Reports
About
Close

Incoming Transfer

Provider: Bartels Counseling Services Inc.

Unique ID: 567803051957MHE Name: frost, jack Date Transferred: 1/23/2007

Transferring Agency: STAR Academy for Youth

Transferred By: Academy, Star

Reason Declined (Required if Rejected): Client Info: Already exists

Items that will be transferred:
Client Info: Already exists
TNA Dated 1/22/2007

Accept Reject Cancel

An example is listed below on the ADA TNA record screen where duplicate copies of the same TNA was transferred and accepted by the receiving agency. In the below example, one of the records could be deleted.

MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota

DH94 STARS

Actions
 Client Search
 Providers
 Unique ID Mod
 Transfers
 Support Tables
 Utilities
 Reports
 About
 Close

Client Info | Service(s) | Income Eligibility | Hndshp/Adm Rvw | MH Adm/Dsp Info | MH Pgm Testr | MH DSM Diag | MH Impact/Info

ADA Adm Info | ADA Testr Srv Lvl | ADA Discharge Info | **ADA TNA** | ADA Cont Stay Rvw | ADA Pgm Blg | ADA Wait List

Unique ID: 567803051957MHE Local ID: First Name: Jook MI: Last Name: frost
 MH: Adm Date: ADA: Adm Date: Provider: Bartels Counseling Services Inc.

Client's ADA: Treatment Needs Assessment Information

Submitted to DHS	Date	Provider	Update Completed
N	1/22/2007	STAR Academy for Youth	Original
N	1/22/2007	STAR Academy for Youth	Original

Add Edit/View Delete Update Print Cancel